

2011–12 ACCREDITATION STANDARDS FOR CAREER AND TECHNOLOGY CENTERS

NOTE: *For Accreditation purposes, schools and school districts are responsible for determining compliance with the following Accreditation Standards. Schools and school districts must review each state statute and SBE regulation listed to ensure a complete understanding of what is required for compliance.*

I. PERSONNEL

A. PRINCIPAL(S)/DIRECTOR(S)

1. A full-time principal/director is employed. [R43-205]
2. The principal/director is properly certified. [R43-205]
3. The principal/director has completed a professional development plan. [§59-24-30]

B. ASSISTANT PRINCIPAL(S)/DIRECTOR(S) OR CURRICULUM COORDINATOR(S)

1. Assistant principals/directors or curriculum coordinators are employed in accordance with student enrollment. [R43-205]
2. Assistant principals/directors or curriculum coordinators are properly certified. [R43-205]
3. Assistant principals/directors or curriculum coordinators have completed professional development plans. [§59-24-30]

C. TEACHERS

All teachers are properly certified and all teachers of core content subjects are highly qualified for the courses taught. [R43-205, 20 U.S.C. § 6301 et seq. (2002)]

D. GUIDANCE COUNSELOR(S) AND CAREER SPECIALISTS

1. Guidance counselors are properly certified. [R43-205]
2. The number of guidance counselors employed is in accordance with enrollment and minutes per day requirements. [R43-205]
3. When a career specialist is employed to provide career guidance services, he/she is properly certified [i.e., holds a bachelor's degree and is certified either as a Global Career Development Facilitator (GCDF) or as a Career Development Facilitator (CDF)]. [R43-205]

E. SCHOOL TRANSITION COORDINATOR(S)

When a school-to-work transition coordinator is employed, the employment requirements in the regulations are met. [R43-205]

F. SCHOOL NURSE(S)

Each person employed as a school nurse holds a current license issued by the State Board of Nursing to practice as a professional registered nurse or as a licensed practical nurse who is working under the supervision of a professional registered nurse. [R43-205]

G. PARAPROFESSIONALS

1. All instructional paraprofessionals who work in Title I schools or those paid with Title I funds in Targeted Assistance programs meet state and federal requirements. [R43-209, 20 U.S.C. § 6301 et seq. (2002)]
2. Full-time paraprofessionals are employed for each Trainable Mentally Disabled, Emotionally Disabled, Orthopedically Disabled, or Visually Impaired self-contained class with four (4) or more students. [R43-209]

H. SECRETARY AND CUSTODIAL SERVICES

1. A secretary is employed. [R43-209]
2. Custodial services are provided to adequately clean and service all laboratories and classrooms. [R43-183, R43-209]

I. PERSONNEL – PERMITS

An out-of-field permit from the Office of Educator Certification has been requested for any eligible personnel not properly certified. [R43-205, 20 U.S.C. § 6301 et seq. (2002)]

II. CURRICULUM & INSTRUCTIONAL MATERIALS

A. GUIDANCE

A standards-based, comprehensive guidance program, including career awareness programs and activities as required by the regulation, is provided. [R43-234]

B. CURRICULUM

1. The career and technology center has developed, in cooperation with participating high schools, a pre-registration form that outlines the career and technology education courses a student may take in grades 9–12. [R43-272]
2. Courses offered for high school credit at the career and technology center, including any locally designed courses, are consistent with the Defined Program, grades 9–12. [R43-234]

C. CURRICULUM – CAREER AND TECHNOLOGY EDUCATION PROGRAMS

1. Rigorous, relevant career and technology education programs are provided. [§59-53-1870, R43-234]
2. Career and technology education programs are structured within a career cluster system that provides students with individualized education choices. [R43-234]
3. Career and technology education programs incorporate state-approved course standards, which are competency-based. [§59-53-1870]

4. Career and technology education courses funded with state or federal CATE monies are either state-approved courses identified by the Office of Career and Technology Education (OCTE) or locally designed courses approved through the OCTE's innovative course application process. [R43-234]
5. The awarding of credit for career and technology education courses is consistent with the provisions and conditions for awarding high school credit, as required by the Defined Program, grades 9–12. [R43-234]
6. The career and technology center conducts the annual survey required to determine the placement status of its career and technology education completers and reports the placement results to the school district(s) as required. [R43-234]

D. UNITS OF CREDIT REQUIREMENTS

Units of credit are awarded in accordance with standards for the following:

1. School terms: year/semester. [§59-1-425]
2. Class time requirements. [R43-234]
3. Transfer students. [R43-234, R43-273]
4. Special education students. [R43-259]
5. Approved locally designed course. [R43-234]

III. OPERATIONS & PROCEDURES

A. SCHOOL YEAR

1. The length of the school term is one hundred ninety (190) days with at least one hundred eighty (180) days used for student instruction. The remaining days are utilized for the preparation for opening of school, staff development, planning, academic plans, and parent conferences. [§59-1-425]
2. Full days missed because of weather or other circumstances must be made up. [§59-1-425, 43-234]
3. Early dismissal days for emergencies are reported in writing to the director, Office of Federal and State Accountability. [R43-234, §59-1-425]
4. No more than three (3) days of the school year are reduced in instructional time for the purpose of administering end-of-the-semester examinations, end-of-the-year examinations, teacher conferences, or for staff development. The reduced days are not less than three (3) hours in length. [§59-1-425]

B. SCHOOL DAY

1. The length of the school day for full-time teachers is a minimum of seven (7) hours. [R43-57.1]
2. The instructional day for secondary students is at least six (6) hours a day, or its equivalent weekly, excluding lunch periods. [R43-234, §59-1-425]
3. Class interruptions are limited only to emergencies. [§59-1-425]
4. A class period is defined as a minimum of fifty (50) minutes, or an accumulation of the equivalency of 120 hours required for a Carnegie Unit of Credit. [R43-172]

C. TEACHERS - CASELOADS – PREPARATIONS

1. No teacher's daily teaching load exceeds one hundred-fifty (150) students per day with a maximum of 35 students in a class. [R43-234, R43-205]
2. No teacher is permitted to teach more than fifteen hundred (1,500) minutes weekly. [R43-205]
3. Teachers are not assigned more than four (4) preparations daily. [R43-205]

D. STUDENTS - ENROLLMENT/ATTENDANCE

1. Students are enrolled in the center in accordance with state laws pertaining to age and residency requirements. [§59-63-20, §59-63-30, §59-63-31]
2. The center's attendance policy conforms with the state's definitions of lawful and unlawful absences. [R43-274]
3. The board of trustees or its designee approves or disapproves student absences in excess of ten days. [R43-274]
4. Intervention plans are initiated for students who are truant (students ages 6–17 who accrue three (3) consecutive unlawful absences or five (5) cumulative unlawful absences). [R43-274]
5. Intervention plans contain the minimum elements stated in regulation. [R43-274]
6. Family court referrals are made when intervention plans fail. [R43-274]

E. STUDENT - DISCIPLINE/CONDUCT

School district policies have been developed addressing minimum standards of student conduct and discipline. [R43-279]

F. RECORDS, REPORTS, REQUIRED ACTIVITIES

1. Financial resources are allocated, expended, and accounted for in accordance with accounting practices specified in the Financial Accounting Handbook, Funding Manual, and the Pupil and Staff Accountability Manual. [R43-172]
2. Financial records are audited annually by a certified or licensed public accountant. [R43-172]
3. Records of student transfers and withdrawals are maintained. [R43-273]
4. Accurate student data according to the pupil accounting system prescribed by the SCDE are maintained. [R43-234]
5. A five-year school renewal plan and annual updates are submitted to, reviewed by, and approved by the local board of trustees. [§59-20-60, R43-261]
6. The School Improvement Council assists in preparing the school renewal plan and annual updates. [§59-20-60, R43-261]
7. The School Improvement Council annually provides to parents and constituents a report on the school's progress in meeting school and district goals and objectives. [§59-20-60]

8. The School Improvement Council performs other duties as specified in state and federal law. [§59-20-60]
9. A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement the strategies, and coordinates local, state, federal, and private funding sources. [R43-261]

G. HEALTH & SAFETY

1. All personnel have been screened for tuberculosis. [R43-207, §44-29-150, §44-29-160]
2. Fire drills are conducted at least one time each month. [§59-63-910]
3. Sufficient fire extinguishers are provided, inspected annually, and clearly designated in all buildings. [R43-181]
4. A disaster and emergency preparedness plan has been developed. [R43-166]
5. An emergency drill is conducted during the first month of school. [R43-166]
6. All operating school facilities comply with safety regulations prescribed by the State Fire Marshal and with sanitation and health regulations prescribed by the State Department of Health and Environmental Control. [R43-180 and R43-190]
7. Adequate lighting, ventilation, and heating are provided in all utilized areas. [R43-180]
8. Immunization records are current for each student. [§44-29-180]
9. Adequate first aid supplies and equipment are provided. [R43-166]
10. Protective eye devices are provided to students and teachers and are worn in accordance with state law. [§59-1-390]

IV. PHYSICAL FACILITIES

- A. Buildings are adequate in size and arrangement to accommodate the programs offered. [R43-180]
- B. Each room is designed and equipped to serve the purposes for which it is used. [R43-180]
- C. All operating school facilities comply with safety regulations prescribed by the State Fire Marshal and with sanitation and health regulations prescribed by the State Department of Health and Environmental Control. [R43-180 and R43-190]
- D. All laboratories and facilities meet standards prescribed by the Occupational Safety and Health Act and governed by the Department of Labor. [R43-180]
- E. A private office is provided for the principal/director. [R43-180]
- F. Buildings are kept clean and comfortable. [R43-180]
- G. Adequate lighting, ventilation, and heating are provided. [R43-180]
- H. Buildings and grounds are maintained in a safe and attractive manner. [R43-180]

- I. The center is in compliance with minimum building codes specified in state law. [§59-23-210, R43-190]